

**CENTER FOR EAST ECONOMIC DEVELOPMENT (CEED)
VACANCY ANNOUNCEMENT**

REVITALIZATION COORDINATOR (Salary range \$30,000- \$40,000 annually)

JOB SUMMARY:

- The Revitalization Coordinator is responsible for analyzing, developing and coordinating revitalization efforts that will stimulate economic revitalization in neighborhood commercial districts. The position reports to the Board of Directors and receives guidance and direction through the Chairman of the Board. Position requires the individual to work independently and as a team member with only general direction from the Board. Position is responsible for ensuring that organization maintains compliance with its internal policies and procedures; contractual obligations and all other applicable rules or laws.

ESSENTIAL JOB FUNCTIONS:

- Coordinate the revitalization efforts of the community-based development organization (CBDO) with business owners, commercial property owners, public service providers, churches, schools, neighborhood groups and the City of San Antonio.
- Promote the potential for successful redevelopment of the neighborhood commercial district to businesses, public officials and the general public.
- Work to facilitate the market analysis and revitalization planning efforts.
- Implement strategies identified in the market analysis and revitalization plan for recruiting businesses, expanding businesses, and retaining businesses.
- Assist individual commercial property owners and tenants with physical improvement projects in accordance with adopted revitalization plan priorities and strategies.
- Coordinate promotions and fundraising events to build district identity, increase sales activity and promote community involvement.
- Prepare strategic plans and manage the operational budget of the CBDO.
- Facilitate the implementation of all contractual requirements and responsibilities of the community based development organization.
- Preparation, writing and submittal of grant applications.

JOB REQUIREMENTS:

- Bachelor's Degree from an accredited college or university with major course work in Business Administration, Public Administration, Urban Planning or a related field.
- Four years of progressively responsible experience in community development, urban redevelopment, neighborhood revitalization and/or downtown revitalization, to include two years of administrative or supervisory experience.
- Must possess effective written and oral communication skills.
- Must possess a valid Class "C" Texas Driver's License or obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas.
- Must be computer proficient in the use of word processing, presentation and spreadsheet software.

TO APPLY:

Please forward resume including three references by mail, fax, or email with a signed and dated cover letter to the address below

Ms. Veronica Cervera
Housing & Neighborhood Services Department
1400 South Flores Street
San Antonio, TX 78204

Fax: 210-207-7914
Phone: 210-207-3944

veronica.cervera@sanantonio.gov

DEADLINE TO APPLY IS JANUARY 8, 2007